

BUSINESS PROCEDURES

Competency in performing daily tasks is a necessity in business. This event is designed to provide recognition for FBLA members who possess knowledge of basic skills and procedures and the ability to make intelligent business decisions.

ELIGIBILITY

Each district is represented by two participants. The participant must qualify as an active FBLA member to be eligible for this event.

REGULATIONS

1. An online entry must be submitted by March 17.
2. Participants may not have entered this event at a previous leadership conference.
3. A participant who fails to report on time may be DISQUALIFIED.
4. Participants must adhere to the dress code approved by the executive council.

PROCEDURES

1. Participants report to the supervisor in charge of the event at the location designated in the program five minutes before starting time.
2. One hour is allowed for the entire test including the giving of instructions and the distribution and pickup of tests.
3. The test may include questions on business procedures, human relations, business terminology, records management, reprographics, information processing terminology, telecommunications, and business equipment. Proofreading and decision making activities may also be included.
4. Participants are identified by the district they represent.
5. Tests will be administered by authorized individuals as indicated on the State Leadership Conference registration form.

JUDGING

Results are based on the number of correct items.

The participant with the greatest number of correct answers is the winner.

Ties will be broken based on the order in which the tests were turned in. The test turned in the earliest will be the winner.

Judges identify the ranks of participants on a winners' report sheet.

Business Procedures Continued

Graded papers are NOT returned to participants or advisers.

AWARDS

Plaques are presented to the winners of first through fifth places as long as finances are available. Certificates are given to participants winning sixth through tenth places.

REPRESENTATION AT NATIONAL

The first, second and third place winners in this event are entitled to represent the state chapter at the National Leadership Conference.